

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “Resource Conservation Challenge (RCC) Grants Program (FY06)”

ACTION: Request for Initial Proposals (RFIP) - Initial Announcement

RFA NO: EPA-OSWER-OSW-06-04

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.808

DATES: The closing date and time for receipt of Initial proposals is February 6, 2006, 5:00 p.m. EST. Initial Proposals submitted in hard copy (paper) and by electronic mail (e-mail) must be received in the Program Office by the closing date and time to receive consideration. Initial Proposals submitted through grants.gov must be received by grants.gov no later than February 6, 2006, 5:00 p.m. EST.

Final applications will be accepted, only, from those eligible entities whose Initial Proposal has been successfully evaluated and selected to submit a final application. EPA will notify applicants whose Initial Proposal have been selected to submit a final application not later than February 20, 2006. The closing date and time for receipt of Final Applications is March 22, 2006, 5:00 p.m. EST.

SUMMARY: This notice announces the availability of funds and solicits proposals from eligible entities that address solid waste reduction, recycling and management, and priority chemical reduction. The aim of this solicitation is to stimulate innovative ideas for waste reduction and recycling with the goal of fostering positive change.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is \$500,000. EPA anticipates award of 8-15 grants/cooperative agreements, ranging in value from \$20,000 to \$150,000, resulting from this competitive opportunity. *(Refer to Section 2(B).)*

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Section 1 - Funding Opportunity Description.

A. Scope of Work.

EPA's Office of Solid Waste and Emergency Response (OSWER) and Regions 2, 3, 6 and 7 are soliciting proposals for grants that address solid waste reduction, recycling and management issues, including EPA's thirty-one priority chemicals, at the local, State, regional and/or national levels.

The aim of this funding is to support innovative projects that promote the national priority areas of EPA's Resource Conservation Challenge (RCC) and are reproducible or will have national or regional impact. It is suggested that applicants obtain more information on this program at: <http://www.epa.gov/rcc>.

Projects may include the following types of activities: training, education materials and programs, studies, and demonstrations; however, assistance to such projects may not include any element of construction, or any acquisition of land or interest in land, or any subsidy for the price of recovered resources. Demonstrations must involve new or experimental technologies, methods, or approaches. A project that is carried out through a routine or established practice is not a demonstration.

EPA may fund proposals to support personnel for proposal objectives, conduct outreach, education or technical training, or produce public documents, tools, databases or resource materials.

The goal of this effort is to stimulate solid waste reduction and recycling projects to increase the national recycling rate from 30% to 35% by 2008, reduce and recycle industrial byproducts (including construction and demolition debris), reduce the amount of electronic waste going to landfills and/or incinerators, and reduce the amount of priority chemicals found in waste streams.

Eligible entities may submit more than one proposal. If an organization submits the same, or similar, proposal to more than one EPA contact (i.e., 2 or more regions, or EPA HQ and one or more regions) the proposal should clearly indicate the multiple submission, so that no duplication occurs.

EPA Headquarters and regions have funds available for different priorities at this time. Grant applications should be targeted either for EPA Headquarters or one of the regions below, depending on the priorities and/or geographic area to be included in the grant. For more information on each region, view applicants may visit their respective internet web pages (www.epa.gov/Region2, www.epa.gov/Region3, www.epa.gov/Region6, and www.epa.gov/Region7).

Other EPA regional offices may issue similar solicitations for their regions, and should be contacted separately.

B. Priorities to be Funded.

EPA Headquarters (HQ) OSWER *(includes the entire U.S., or any portion thereof.)*

(1) Reduce the generation and disposal of the following materials and waste streams through reuse, recycling, composting, market development or product stewardship:

(a) municipal solid waste (especially packaging and containers; paper and paperboard; and food and green yard waste)

- (b) electronics
- (c) EPA's 31 priority chemicals
- (d) industrial byproducts (especially coal combustion byproducts and foundry sand); and construction and demolition debris. Specific projects may include:
 - a review of coal ash and/or industrial byproduct material utilization within one or more individual states, providing highlights of successes and identifying barriers to increased utilization;
 - a national level report that summarizes successes and barriers in coal ash and/or industrial byproduct utilization in key states and regions in the country;
 - development and use of the ground water model IWEM to facilitate quick, easy and inexpensive beneficial use determinations;
 - development of a pilot state approval or certification process to facilitate increased use of byproduct materials; and
 - development of updated materials for the (Users Guidelines for Waste Byproduct Materials in Pavement and Construction).
- (2) Develop projects for away-from-home or public space recycling, in venues such as sports arenas, parks, shopping centers and other locations frequented by the public.
- (3) Create a new national recycling message or marketing campaign that will invigorate recycling by the public.

EPA Region 2 (includes New Jersey, New York, Puerto Rico and the Virgin Islands.)

- (1) Reduce the generation and disposal of food waste through reuse, recycling, composting, or market development.
- (2) Reduce the generation and disposal of electronic waste through refurbishment and resale of electronic equipment.
- (3) Reduce priority chemicals commonly found in products and services, by changing behaviors within a municipality or region.

EPA Region 3 (includes Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia.)

Reduce priority chemicals commonly found in products and services, by changing behaviors within a municipality or region, through community-based innovative outreach and education approaches. Community organizations and local governments should plan and implement change and bring stakeholders into the process to help set priorities. The pilot should also promote as many EPA P2/RCC based programs as possible such as Hospitals for a Healthy Environment, National Partnership for Environmental Priorities (NPEP); promotion of Environmental Management Systems in local government, hospitals, DOD and federal facilities; and the Federal Electronics Challenge.

EPA Region 6 (includes Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.)

- (1) Hold workshops and seminars to promote waste to energy.
- (2) Hold workshops to encourage beneficial use of industrial byproducts.
- (3) Improve end-of-life management for electronic equipment.

EPA Region 7 (includes Iowa, Kansas, Missouri and Nebraska.)

- (1) Facilitate and support states in obtaining training and participating in national and regional activities in support of the RCC.
- (2) Expand and strengthen state recycling organizations in support of the RCC.
- (3) Stimulate the development of sustainable "recycling on the go" (away-from-home) programs in Region 7.
- (4) Support the development of cooperative programs among the states in Region 7 in support of the RCC.

C. Prohibited Use of Funds.

Funds awarded for projects under this announcement may not be used:

- (1) to purchase capital equipment (e.g. trucks, tractors, front loaders, etc.); fund construction or construction planning.
- (2) for scientific research and other ineligible costs outlined in 40 [CFR](#) Parts 30 and 31, and applicable OMB Circulars.

D. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs.

1. **Linkage to EPA Strategic Plan.** This project supports progress towards EPA Strategic Plan Goal 3 (Land Preservation and Restoration), Objective 3.1 (Preserve Land), Sub-objective 3.1.1 (Reduce Waste Generation and Increase Recycling); and, Goal 5 (Compliance and Environmental Stewardship), Objective 5.2 (Improve Environmental Performance through Pollution Prevention and Innovation), Sub-objective 5.2.2 (Prevent Pollution and Promote Environmental Stewardship by Business). Specifically, projects awarded under this announcement will develop programs to reduce the generation and disposal of municipal solid waste and priority chemicals and encourage recycling. EPA, in negotiating an assistance agreement work plan after an award under this competition, will ensure that the work plan contains well-defined outputs, and, to the maximum extent practicable, well-defined outcomes.
2. **Outcomes.** Through this project EPA anticipates outcomes may include, but are not limited to, initiation or increase in: pounds of municipal solid waste reduced or recycled; pounds of Greenhouse gases (GHG) reduced and BTUs of energy saved or recovered; and pounds of priority chemicals reduced/removed from waste streams.
3. **Outputs.** The anticipated outputs for this project include, but are not limited to, measurable increases in the number of: (1) educational and outreach materials produced and distributed promoting one of the above mentioned priorities; additional organizations that commit to offer recycling to their customers; and technical assistance workshops conducted to share priority chemical reduction processes and technologies.

(View EPA's Strategic Plan on the internet at: <http://www.epa.gov/ocfopage/plan/2003sp.pdf>.)

E. Supplementary Information.

The statutory authority for this action is the Solid Waste Disposal Act, Section 8001, as amended; Resource Conservation and Recovery Act of 1976, as amended; Public Law 94 580, 42 U.S.C. 6901 et seq. Amending laws for SWDA and RCRA: Public Law 98-616 and Public Law 99-339.

Section 2 - Award Information

A. What is the amount of available funding?

The total estimated funding for this competitive opportunity is \$500,000.

EPA reserves the right to make additional awards under this competition, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than four months after the original selection decisions.

B. How many agreements will EPA award in this competition?

EPA anticipates award of 8-15 grants/cooperative agreements, whose maximum value shall range in value from \$20,000 to \$150,000, resulting from this competitive opportunity. The total estimated funding for this competitive opportunity is \$500,000. EPA anticipates total funding, by regional location, in the following approximate amounts: \$250,000 for EPA HQ projects; \$90,000 for Region 2 projects; \$60,000-\$100,000 for Region 3 projects; \$25,000- \$50,000 for Region 6 projects; and \$56,000 for Region 7 projects. For Regional projects, funds will be awarded to applicants carrying out projects that serve the specific Region's geographic area.

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

1. close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
2. collaboration during performance of the scope of work;
3. in accordance with 40 CFR 31.36(g) review proposed procurements;
4. approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient)
6. review and concur on project outputs.

C. Will proposals be partially funded?

EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award.

D. What is the project period for awards resulting from this solicitation?

The estimated project period for awards resulting from this solicitation is May 1, 2006 through April 30, 2007. All projects must be completed within the negotiated project performance period, normally 12 to 24 months.

E. Can funding be used to acquire services or fund partnerships?

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 [CFR](#) Parts 30 or 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves, does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with nonprofit organizations and governmental entities. **Recipients may only award subgrants to eligible entities as described in Section 3(A) below.** Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. For-profit organizations are not eligible subgrant recipients under this announcement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of [OMB Circular A-133](#), and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

The recipient must make clear in any solicitation for funding that the recipient’s organization, and not EPA, is seeking funding. The recipient may not imply that EPA endorses any fund-raising activities in connection with its project.

Section 3 - Eligibility Information and Threshold Criteria.

A. Eligible Entities.

Proposals will be accepted from the following types of nonprofit entities: public authorities (Federal, State, interstate, intrastate, and local), public agencies, and institutions; private organizations and agencies, institutions and individuals; and Indian Tribes. Profit making organizations are not eligible.

Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Cost-Sharing or Matching

Although cost-sharing or matching is not required, as a condition of eligibility, or otherwise, for

proposals selected for award, applicants proposing a voluntary financial or in-kind commitment of resources will improve their scoring under the “Resources” evaluation criterion of this solicitation. (Refer to Section 5(A), Evaluation Criteria.)

Voluntary contributions of funds and/or in kind contributions of resources, if accepted by EPA, will be treated as cost shares under 40 CFR 30.24. Applicants must propose eligible and allowable in kind contributions of resources to qualify for an improved score under this criterion.

C. Threshold Criteria.

EPA must assure that an application selected for funding meets the following “threshold criteria,” applied on a pass/fail basis. Applications which fail any one of the threshold criteria will not be considered further. Applications which meet the threshold criteria, will then be evaluated based on the factors disclosed in Section 5(A), Evaluation Criteria. The threshold criteria are:

1. Proposed projects must be selected from the funding priorities listed in Section 1(B), Priorities to be Funded of this announcement.
2. Performance location for project proposal must be in geographic area of Region that will award the project.
3. Organizations proposing to utilize proprietary programs must provide evidence of permission to use program.
4. Project proposals must substantially conform to the outline and content detailed in Section 4(B), Content and Form of Application of this announcement.

Section 4 - Application and Submission Information.

A. How to Obtain an Application Package.

Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients roles and responsibilities from EPA’s Grants and Debarment website by visiting: http://www.epa.gov/ogd/grants/how_to_apply.htm.

B. Content and Form of Application Submission.

Eligible entities may choose to submit proposals either in hard copy (paper) format, by electronic mail (e-mail), or through [Grants.gov](http://www.grants.gov), the central Federal electronic portal for applying for grant opportunities. Application instructions for all methods are detailed below.

Method 1: Hard copy (paper) submission. Hard copy proposals shall be submitted directly to the HQ or regional office you select to make application. Addresses and phone numbers of the Agency contacts are listed in Section 7, Agency Contacts of this announcement. The Application for Federal Assistance (SF-424) cover is not required for the “Initial Proposal” phase of this competition if you mail/deliver a hard copy of your proposal, or if you submit your Initial Proposal by electronic mail (e-mail).

1. **Initial Proposals.** The initial proposal must provide EPA with a profile of the applicant, the purpose of your project, a brief explanation of how you plan to accomplish your project, measure results and,

an estimate of the time and money needed to complete your project. Applicants must submit one original signature Initial Proposal and two complete copies. Initial Proposals may not exceed 18 pages in length and must conform to the following outline:

- a. Overview/Background information on lead organization, and other participants/partners (include applicant's name, primary contacts, address, phone and fax numbers, and e-mail address, if available). Background description should focus on experience related to the project proposal. (3 pages maximum);
- b. Summary Project Description. The project description must explicitly describe the applicant's proposed project and specifically address each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*. This section must describe:
 - (1) the purpose of the project and how it will be implemented;
 - (2) how the project relates to the priorities identified in *Section 1(B), Priorities to be Funded* of this announcement;
 - (3) Project goals and objectives, performance measures and expected outputs and outcomes, including:
 - What will the project achieve?
 - What will the project's impact be?
 - Whom will the project benefit?
 - How do you plan to determine the project's effectiveness?
 - How will project results be measured and how will that relate to environmental improvements?
 - What performance measures will be used to determine progress towards meeting the environmental results of the project? (10 pages maximum);
- c. Project milestones. Provide an overall schedule or time line for completing the proposed project. All projects must be completed within the negotiated project performance period, which is normally 12 to 24 months. (2 pages maximum);
- d. Detailed budget estimate. The detailed budget estimate should clearly explain how funds will be used for each of the following categories:
 1. Personnel
 2. Contractual Costs
 3. Travel
 4. Equipment
 5. Supplies
 6. Non-EPA Project Funding. Identify funding from other sources including any in-kind resources.
 7. Administrative Costs
 8. Total Indirect Costs (must include documentation of accepted indirect rate)
 9. Total Cost (including EPA and Non-EPA Funds) Costs proposed in the budget must be linked directly to the proposal. (3 pages maximum);

Applicants are strongly advised to avoid submission of non-essential materials unrelated to the proposal's requirements. Upon receipt, proposals will be reviewed for content. Proposals that do not conform to the specific outline and content detailed above will not be considered for award.

Incomplete proposals will not be considered for award. EPA will not consider or evaluate pages in excess of the maximum page limitation. The maximum page limitation shall include any pieces that may be submitted by a third party (e.g., references or letters confirming commitments).

2. **Final Applications.** *(FINAL APPLICATIONS WILL BE ACCEPTED ONLY FROM THOSE ELIGIBLE ENTITIES WHOSE INITIAL PROPOSAL HAS BEEN SUCCESSFULLY EVALUATED AND SELECTED TO SUBMIT A FINAL APPLICATION. **DO NOT INCLUDE THESE DOCUMENTS WITH THE INITIAL PROPOSAL.**)*

Applicants who have been notified that their Initial Proposals has been evaluated and selected to submit a final application must submit a final application which includes one original signature document and two copies of the completed federal grant application package and narrative workplan. All application materials must be completed in English.

- a. A complete **FINAL APPLICATION** must substantially conform to the following outline and content:
1. SF-424 Application for Federal Assistance, with original signature.
 2. Narrative proposal, in the format detailed below.
 3. Documentation of Non-Profit Status, if applicable.
 4. SF-424 A, Budget by categories and indirect cost rate.
 5. SF-424 B, Assurances for non-construction programs.
 6. Certification Regarding Lobbying and SF LLL, if applicable.
 8. EPA Form 4700-4 Preaward Compliance review report.
 9. Quality Assurance Narrative Statement, if applicable.
 10. Copy of Negotiated Indirect Cost Rate Agreement, if applicable.
- b. The narrative proposal must be typed, single line spaced, on 8 ½ " x 11 " paper. The narrative proposal shall not exceed 20 pages and must substantially conform to the following outline and content:
1. Cover Letter (2 pages maximum). The cover letter must include a brief description of your project, be written on your organization's official letterhead, and signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include:
 - i. Project Title.
 - ii. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax, e-mail address, and DUNS number (*refer to Section 6 (B)(4)*).
 - iii. Funding Requested. Specify the amount you are requesting from EPA.
 - iv. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of approximately May 1, 2006).
 - v. Cooperative Partners. Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project.
 2. Detailed Project Description. (15 pages maximum): The project description must provide a concise overview of how the applicant will implement and conduct its operation and include a Project Work Plan (including a description of all tasks, dates of completion, products and deliverables, and proposed budget). **The description must discuss how the proposal addresses each of the selection criteria in Section 5 of this announcement and include:**
 - i. A detailed project summary, describing specific actions and methods to be undertaken and the responsible parties, including estimated time line for each task;
 - ii. A detailed explanation of how project success will be evaluated; (*Refer to Section 5(A), Evaluation Criteria, "Performance Measurement."*)
 - iii. A discussion of the applicant's:

- a. past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project;
 - b. history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports;
 - c. organizational experience and plan for timely and successfully achieving the objectives of the project,
 - d. staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project;
- 3. Detailed Itemized Budget (3 pages maximum). The proposal must include a detailed budget narrative which clearly explains how funds will be used for each of the following categories and how it relates to the objective of providing environmental training:
 - i. Personnel
 - ii. Fringe Benefits
 - iii. Contractual Costs
 - iv. Travel
 - v. Equipment
 - vi. Supplies
 - vii. Non-EPA Project Funding. Identify funding from other sources including any in-kind resources.
 - viii. Administrative Costs
 - ix. Total Indirect Costs (must include documentation of accepted indirect rate)
 - x. Total Cost (including EPA and Non-EPA Funds) Costs proposed in the budget must be linked directly to the proposal.
- c. Key Personnel. The applicant must submit a summary of the qualifications of key staff who will be significantly involved in the project. The summaries may be in the form of resumes.
- d. A milestones schedule indicating start times and completion dates of significant tasks under your proposal.
- e. Auditing records. Provide documentation of any adverse audit findings related to your organization.

Proposals must be concise and well organized, and must provide the information detailed in *Section 4(B), Content and Form of Application and Submission*, **including responses to all Section 3(C), Threshold Criteria and Section 5(A), Evaluation Criteria identified in this announcement**. Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal. Responses to criteria must include the criteria number and title but need not restate the entire text of the criteria. Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. Vague descriptions, redundancy, and failure to address the selection criteria will result in a lower ranking.

Applicants are strongly advised to avoid submission of extemporaneous materials. Pages exceeding the maximum page limitation will not be considered. The maximum page length does not include any pieces that may be submitted by a third party (e.g., references or letters confirming commitments). All application materials must be completed in English.

For purposes of evaluating applicants under the programmatic capability and/or past performance criterion in Section 5, EPA will consider information provided by the applicant and may consider information from other sources including Agency files.

Method 2: Electronic copy submission. There are two options for applying electronically.

1. Electronic mail (e-mail). Applicants who elect to submit their applications using electronic mail must:
 - a. Prepare your Initial Proposal content and format according to the instructions for Initial Proposals detailed in Section 4(B), “Method 1: Hard copy submission,” Item #1, “Initial Proposals.” The Application for Federal Assistance (SF-424) cover is not required for the “Initial Proposal” phase of this competition, if you mail/deliver a hard copy of your proposal, or if you submit your Initial Proposal by electronic mail (e-mail).
 - b. Send the Initial Proposal directly to the e-mail address of the EPA HQ or regional office contact you select to make application. E-mail addresses of EPA HQ and regional office contacts are listed in *Section 7, Agency Contacts* of this announcement.
2. [Grants.gov](http://www.grants.gov). Applicants also have the option of submitting the Initial Proposal and Final Application electronically through [Grants.gov](http://www.grants.gov), the central Federal electronic portal for applying for grant opportunities. **To prepare your application and submit it through Grants.gov, please follow the instructions in “Attachment 1, Instructions for Applying through [Grants.gov](http://www.grants.gov).”**

If you elect to apply through [Grants.gov](http://www.grants.gov), the electronic submission of your application must be made by an official representative of your institution who is registered with [Grants.gov](http://www.grants.gov), and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then on “For AORs” (Authorized Organization Representative) on the left side of the page. *The registration process may take a week or longer to complete.* If your organization is not currently registered with [Grants.gov](http://www.grants.gov), please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package (https://apply.grants.gov/forms_apps_idx.html). To download the PureEdge viewer, click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number (EPA-OSWER-OSW-06-04), or the CFDA number (66.808) for this announcement, in the appropriate field. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then to go EPA opportunities).

Application/proposal materials submitted through [grants.gov](http://www.grants.gov) will be time/date stamped electronically.

Please be sure to view the additional instructions for applying electronically under this announcement through use of [grants.gov](http://www.grants.gov) that are available for download on [Grants.gov](http://www.grants.gov).

If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/CustomerSupport>. (Refer to Attachment 1, *Instructions for Applying through Grants.gov*.)

C. Submission Dates and Times.

1. The closing date and time for submission of Initial Proposals is February 6, 2006, 5:00 p.m. EST. Hard copy (paper) submissions and Initial Proposals submitted by electronic mail (e-mail) must be received at the designated location by the closing date and time to receive consideration. Applications received, by either method, after the closing date and time will not be considered for funding.
2. For Initial Proposals submitted through [Grants.gov](http://www.grants.gov), the complete Initial Proposal (SF-24 and Initial Project Proposal) must be received by [grants.gov](http://www.grants.gov) no later than 5:00 p.m. EST, February 6, 2006.
3. The closing date and time for submission of Final Proposals is March 22, 2006, 5:00 p.m. EST. Hard copy (paper) submissions and Final Proposals submitted by electronic mail (e-mail) must be received at the designated location by the closing date and time to receive consideration. Applications received, by either method, after the closing date and time will not be considered for funding.
4. For Final Applications submitted through [Grants.gov](http://www.grants.gov), the complete final application (SF-24 and Final Project Proposal) must be received by [grants.gov](http://www.grants.gov) no later than 5:00 p.m. EST, March 22, 2006.
5. **Confidential Business Information.** In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.
6. Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to transmit their application/proposal to the physical address of the EPA HQ or regional office you select to make application. The application/proposal must be addressed to contact and address listed in *Section 7, Agency Contacts*.

Section 5 - Application Review Information.

A. Evaluation Criteria.

1. **Initial Proposals.** Each eligible initial proposal, based on *Section 3, Eligibility Information* and *Threshold Criteria*, will be evaluated according to the technical criteria set forth below. Each proposal will be rated under a points system, with a total of 100 points possible. Initial Proposals with the highest evaluated point scores will be selected to submit a final application.

Criterion	Maximum Points per Criterion
<p>Project Description. Extent to which the proposal effectively addresses one or more of the “Priorities to be Funded” detailed in Section 1 of this announcement, and the General Guidelines of this RFIP. Work plan presents a clear and concise description of the proposed project. The proposal:</p> <ul style="list-style-type: none"> effectively describes a well-conceived strategy to achieve realistic goals and objectives that deal with the environmental problems or issues identified as a priority under Section 1 of this announcement. clearly, concisely and realistically presents goals, tasks, and project milestones (schedule). 	40
<p>Project Benefits/Impacts. Extent to which the proposal describes the importance of the project and its potential to deliver measurable environmental results and public benefit in contributing to national recycling goals.</p> <ul style="list-style-type: none"> Does the project make new, significant contributions to the national recycling goals? Will the project be sustainable, i.e., maintained into the future without additional EPA grants? Will the project have a large scale (i.e., national or regional) impact or be replicable? Does the project demonstrate a new approach that leads to a significant increase in recycling MSW? Does the project build private sector and or/ public sector partnerships and/or institutional infrastructure? Does the proposal demonstrate how project deliverables/outputs will be transferable or useful to others? Will the project lead to the creation of jobs or other economic development? 	30

<p>Performance Measurement.</p> <ul style="list-style-type: none"> • Will the project lead to measurable environmental improvements (e.g., amount of pollution prevented, waste reduced, reused, recycled or resources conserved)? • To what extent does the project proposal contain clear measures of success? Measure of success should be either measures of environmental improvement, or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability, in accordance with outputs identified <i>Section 1(D), EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs</i>. • What reports or other deliverables will you plan on providing to the EPA as documentation of your program's success and progress? How do you plan on measuring and tracking the success of your program in order to achieve the expected outcomes/outputs listed in <i>Section 1(D), EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs</i>? • Will measurable results be available within the negotiated performance period? • Does the project proposal include an effective communication plan for reporting results? 	30
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- 2. Final Applications.** Each initial proposal selected to submit a final application, based on an evaluation of the technical criteria listed above, will then be evaluated according to the technical, programmatic, and resource criteria set forth below. Each final application will be rated under a points system, with a total of 100 points possible. Final Applications with the highest evaluated point scores will be recommended for award.

Criterion	Maximum Points per Criterion
<p>Project Description. Extent to which the proposal effectively addresses one or more of the "Priorities to be Funded" detailed in Section 1 of this announcement, and the General Guidelines of this RFIP. Work plan presents a clear and concise description of the proposed project. The proposal:</p> <ul style="list-style-type: none"> • effectively describes a well-conceived strategy to achieve realistic goals and objectives that deal with the environmental problems or issues identified as a priority under Section 1 of this announcement. • clearly, concisely and realistically presents goals, tasks, and project milestones (schedule). 	30

<p>Project Benefits/Impacts. Extent to which the proposal describes the importance of the project and its potential to deliver measurable environmental results and public benefit in contributing to national recycling goals.</p> <ul style="list-style-type: none"> • Does the project make new, significant contributions to the national recycling goals? • Will the project be sustainable, i.e., maintained into the future without additional EPA grants? • Will the project have a large scale (i.e., national or regional) impact or be replicable? • Does the project demonstrate a new approach that leads to a significant increase in recycling MSW? • Does the project build private sector and or/ public sector partnerships and/or institutional infrastructure? • Does the proposal demonstrate how project deliverables/outputs will be transferable or useful to others? • Will the project lead to the creation of jobs or other economic development? 	25
<p>Performance Measurement.</p> <ul style="list-style-type: none"> • Will the project lead to measurable environmental improvements (e.g., amount of pollution prevented, waste reduced, reused, recycled or resources conserved)? • To what extent does the project proposal contain clear measures of success? Measure of success should be either measures of environmental improvement, or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability, in accordance with outputs identified <i>Section 1(D), EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs</i>. • What reports or other deliverables will you plan on providing to the EPA as documentation of your program's success and progress? How do you plan on measuring and tracking the success of your program in order to achieve the expected outcomes/outputs listed in <i>Section 1(D), EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs</i>? • Will measurable results be available within the negotiated performance period? • Does the project proposal include an effective communication plan for reporting results? 	20

<p>Programmatic Capability. This criterion refers to the technical capability of an applicant or recipient to successfully carry out the proposed project taking into account such factors as the applicant's:</p> <ul style="list-style-type: none"> • History of past performance in managing and successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed program. • History of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports. • Organizational experience and plan for timely and successfully achieving the objectives of the project. • Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. <p>In evaluating applicants for programmatic capability purposes, EPA will consider information provided by the applicant in their application/proposal as well as information from other sources including agency files.</p>	15
<p>Resources.</p> <ul style="list-style-type: none"> • Is the budget clearly stated, detailed, and appropriate to achieve the project's objectives? • Does applicant propose other sources of funding for the project (including use of in-kind goods and services)? • Have resources been committed by other project stakeholders? • The proposal demonstrates (i) how the applicant will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants). 	10

B. Other Factors.

The EPA selection Committee, as described below, may consider the following other factors, in addition to the evaluation results based on the criteria above, in making final funding recommendations: geographic equity, demonstration of a variety of technical approaches, and fair distribution of funds between EPA HQ and regional locations.

C. Review and Selection Process.

Each Initial and Final Proposal will be evaluated by a team chosen to address the range of activities associated with recycling and resource conservation. Each of the four Regions participating in this competition will form its own evaluation team to review the proposals for that Region. Proposals will

first be reviewed by the cognizant regional office to determine eligibility and compliance with *Section 3(B), Threshold Criteria*.

Each eligible Initial Proposal, based on Section 3, Eligibility Information and Threshold Criteria will be evaluated for technical merit. Initial Proposals with the highest evaluated point scores will be selected to submit a final application.

Each initial proposal selected to submit a final application, based on an evaluation of the technical merit, will then be evaluated based on technical, programmatic, and resource criteria. Final Applications with the highest evaluated point scores will be recommended for award.

The Evaluation Panels will base their evaluation solely on the selection criteria disclosed in this notice (*see Section 5(A), Evaluation Criteria*) and will assign an evaluated point score.

Completed evaluations of Final Applications will be referred to a Selection Committee that is responsible for further consideration and final selection. Proposal(s) with the highest evaluated point scores (subject to the quality of proposals, availability of funds, and consideration of *Section 5(B), Other Factors*) will be selected for award.

Section 6 - Award Administration Information

A. Award Notices.

Following evaluation of Initial Proposals, all applicants will be notified regarding their application's status.

1. Initial Proposal Notifications.

- a. EPA anticipates notification to *successful* applicant(s) will be made, via telephone, electronic or postal mail by February 20, 2006. The notification will advise the applicant that its Initial Proposal has been successfully evaluated and recommended for award. The notice shall require submission of a Final Application. (*Refer to Section 4(B), Content and form of Application Submission.*)
- b. EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail by February 20, 2006. In either event, the notification will be sent to the original signer of the application.

2. Final Proposal Notifications.

- a. EPA anticipates notification to *successful* applicant(s) regarding the status of Final Proposals will be made, via telephone, electronic or postal mail by April 22, 2006. This notification, which advises that the applicant's proposal has been recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

B. Administrative and National Policy Requirements.

1. Regulations governing the award administration of Resource Conservation Challenge Grants are 40 CFR Part 30 (for institutions of higher learning, hospitals, and other non-profit organizations) and 40 CFR Part 31 (for states, tribes, local governments and interstate agencies).
2. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:
http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.
3. Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their proposal to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.
4. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

C. Reporting Requirement.

The recipient agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

Additionally, the recipient agrees to submit to the EPA Project Officer a final report at the close of the grant. The final report will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, and any plans to continue the project after the expiration of the grant/cooperative agreement and associated sources of funding.

D. Disputes.

Assistance agreement competition-related disputes will be resolved in accordance with the [dispute resolution procedures](#) published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) located on the web at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the cognizant Agency contact identified in Section 7 of this announcement.

E. Pre-Award Administrative Capability Review.

Non-profit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of [EPA Order 5700.8](#), *EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards*.

Section 7 - Agency Contact.

FOR FURTHER INFORMATION CONTACT:

EPA HQ (USPS)

Judy Taylor, U.S. EPA, Office of Solid Waste (MC 5306W), 1200 Pennsylvania Avenue, N.W., Washington, DC 20460; Phone: (703)308-7277; or email: taylor.judy@epa.gov

For courier delivery:

Judy Taylor, U.S. Environmental Protection Agency, 2800 Crystal Drive, 8th floor, Arlington, VA 22202

Region 2 (USPS and courier delivery)

Lorraine Graves, U.S. EPA, 290 Broadway, 22nd Floor, New York, NY 10007-1866; Phone: (212)637-4099; or email: graves.lorraine@epa.gov.

Region 3 (USPS and courier delivery)

Tad Radzinski (MC 3WC11), U.S. EPA, 1650 Arch Street, Philadelphia, PA 19103-2029; Phone: (215)814-2394; or email: radzinski.tad@epa.gov.

Region 6 (USPS and courier delivery)

Deanna DeBose (MC 6PD-U), U.S. EPA, 1445 Ross Avenue, Suite 1200, Dallas, TX 75202; Phone: (214)665-6461; or e-mail: debose.deanna@epa.gov.

Region 7 (USPS and courier delivery)

Chet McLaughlin (MC ARTDSWPP), U.S. EPA, 901 North Fifth Street, Kansas City, KS 66101; Phone: (913)551-7666; or e-mail: mclaughlin.chilton@epa.gov.

“Instructions for Applying through [Grants.gov](http://www.grants.gov)”

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance.. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs”(Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with [Grants.gov](http://www.grants.gov), please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package (https://apply.grants.gov/forms_apps_idx.html). To download the PureEdge viewer, click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number (EPA-OSWER-OSW-06-04), or the CFDA number (66.808) for this announcement, in the appropriate field. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then to go EPA opportunities).

Application Submission Deadline for Initial Proposals

The complete Initial Proposal, as described in Section 4 of the full announcement, must be received by [grants.gov](http://www.grants.gov) from your organization’s AOR no later than 5:00 p.m. EST, on February 6, 2006.

Please submit *all* of the proposal/application materials described below. To view the full funding announcement, go to <http://www.epa.gov/epaoswer/osw/consERVE/resources/06-04.pdf> or go to <http://www.grants.gov> and click on “Find Grant Opportunities” at the top of the page and then click on “Browse by Agency” and select Environmental Protection Agency.

Proposal/Application Materials

The following forms and documents are required to be submitted under this announcement:

For the “Initial Proposal” phase of this competition, applicants must submit the application materials described below:

- Document I. **Application for Federal Assistance (SF-424) cover.** Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
- Document II. **Initial Project Proposal** (also referenced as “Project Narrative Attachment Form”

on [Grants.gov](https://www.grants.gov)). Prepare your Initial Proposal according to the instructions for initial proposals detailed in Section 4(B), “Method 1: Hard copy submission,” Item #1, “Initial Proposals” of this announcement (EPA-OSWER-OSW-06-04).

Documents I and II should appear in the “Mandatory Documents” box on the [Grants.gov](https://www.grants.gov) “Grant Application Package” page.

For Document I, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic “Grant Application Package” page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For Document II, you will need to attach electronic files. Prepare your Initial Proposal content and format according to the instructions for initial proposals detailed in Section 4(B), “Method 1: Hard copy submission,” Item #1, “Initial Proposals” of this announcement (EPA-OSWER-OSW-06-04). Save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your Initial Proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and attach your Initial Proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name - FY06 - Assoc Prog Supp - 1st Submission” or “Applicant Name - FY 06 Assoc Prog Supp - Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name - FY06 Assoc Prog Supp - 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through [Grants.gov](https://www.grants.gov). Please advise your AOR to close all other software programs before attempting to submit the application package through [Grants.gov](https://www.grants.gov).

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should

reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact [Grants.gov](https://www.grants.gov) for assistance by phone at 1-800-518-4726, or email at support@grants.gov, or contact Judy Taylor (taylor.judy@epa.gov).

Application/proposal materials submitted through [grants.gov](https://www.grants.gov) will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (not from support@grant.gov) within 30 days of the application deadline, please contact Judy Taylor, at taylor.judy@epa.gov. Failure to do so may result in your application not being reviewed.